

Guide to Uploading Products in Bulk



Bulk/Mass Uploading

Uploading Products in bulk require 5 steps:

1. Products tab
2. Bulk Add/Edit Products
3. Download Template
4. Fill in the template details
5. Upload Template File

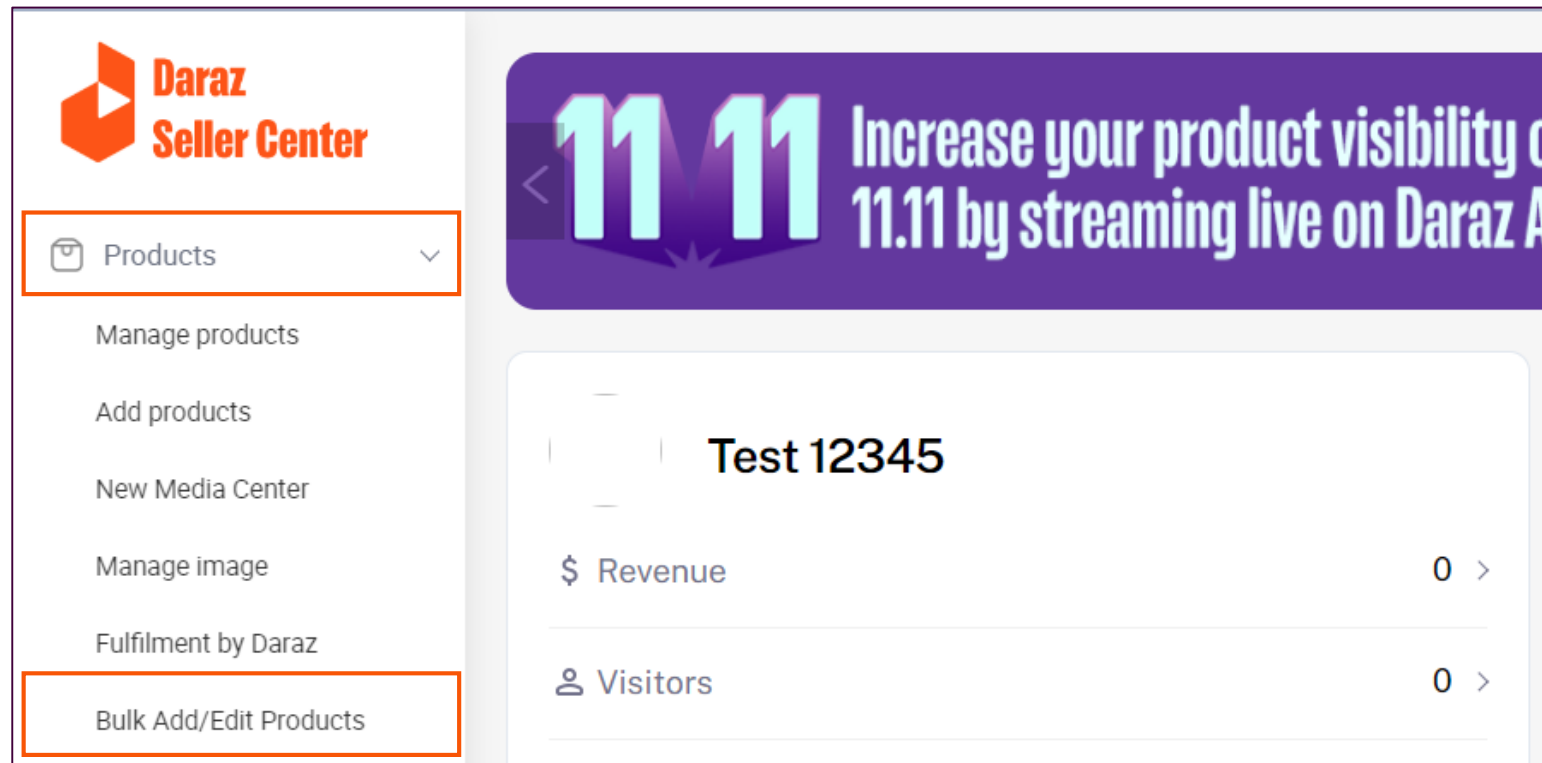


Bulk/Mass Uploading

For this training, we will create Fashion Items in Bulk.

Step 1: Bulk Add/Edit Products

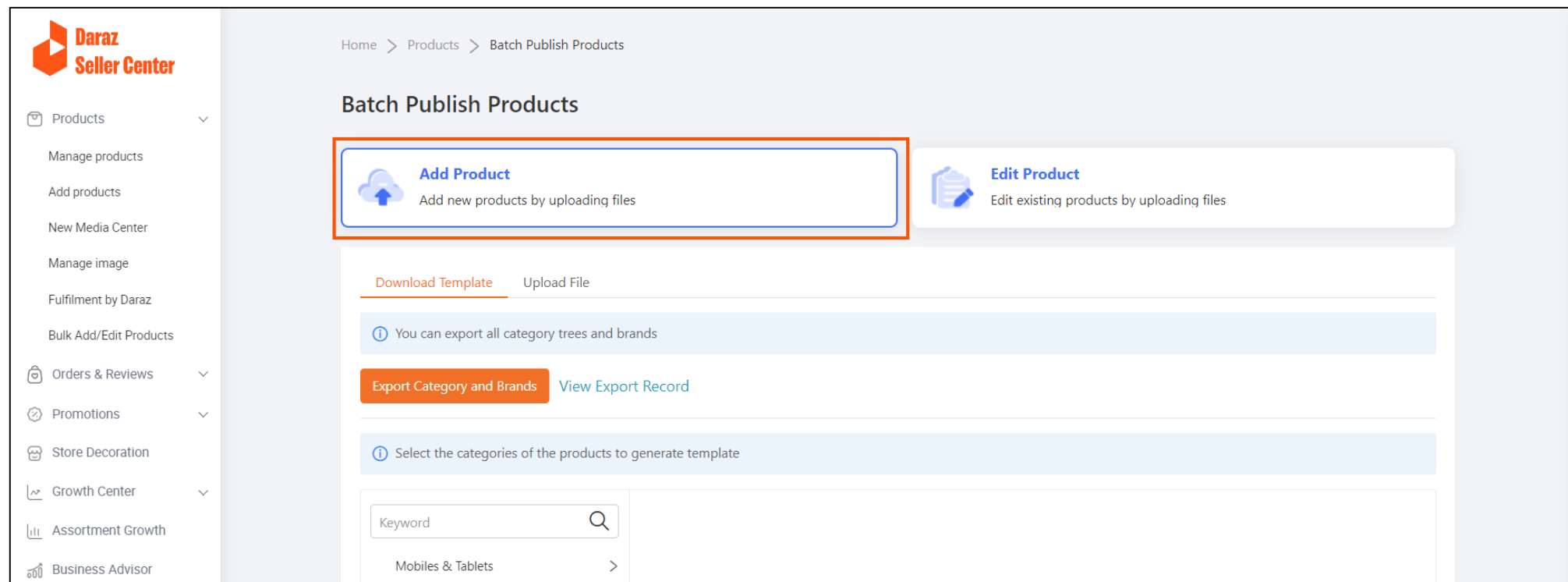
Go to the Products Tab, click on Bulk Add/Edit products.



Bulk/Mass Uploading

Step 2: Batch Upload

You will arrive at Batch Publish Products page, click on 'Add Product'



Bulk/Mass Uploading

Step 3: Download Template

- Scroll down to see the categories and templates. Select your desired category and template. You can select up to 20 templates at one time.
- Click on Download, Once downloaded, open the template.

① You can export all category trees and brands

[Export Category and Brands](#) [View Export Record](#)

① Select the categories of the products to generate template

Keyword	Keyword	Keyword
Mobiles & Tablets >	<input checked="" type="checkbox"/> Mobiles	<input type="checkbox"/> Wall Chargers
Computers & Laptops >	<input checked="" type="checkbox"/> Tablets	<input type="checkbox"/> Wireless Chargers
TV Audio Video Gaming & Wearables >	<input checked="" type="checkbox"/> Gadgets	<input checked="" type="checkbox"/> Selfie Sticks
Cameras >	<input checked="" type="checkbox"/> Landline Phones	<input checked="" type="checkbox"/> Phone Camera Flash Lights
Home Appliances >	<input checked="" type="checkbox"/> Insurance & Protection	<input type="checkbox"/> Docks & Stands
Health & Beauty >	Tablet Accessories >	<input checked="" type="checkbox"/> Car Chargers
Fashion >	Mobile Accessories >	<input checked="" type="checkbox"/> Fashion Mobile Accessories
Bags and Travel >	<input checked="" type="checkbox"/> Feature Phones	<input checked="" type="checkbox"/> Cables & Converters
Sports & Outdoors >	<input checked="" type="checkbox"/> Renewed Tablets	<input checked="" type="checkbox"/> Car Mounts
Motors >	<input checked="" type="checkbox"/> Like New Tablets	<input type="checkbox"/> Phone Cases

Selected Items: 20/20

Mobiles × Gadgets × Landline Phones × Insurance & Protection × Tablets × Feature Phones × Renewed Tablets × Keyboards ×

Cases & Covers × Stylus Pens × Like New Tablets × Like New Phones × Selfie Sticks × Phone Camera Flash Lights × Car Chargers ×

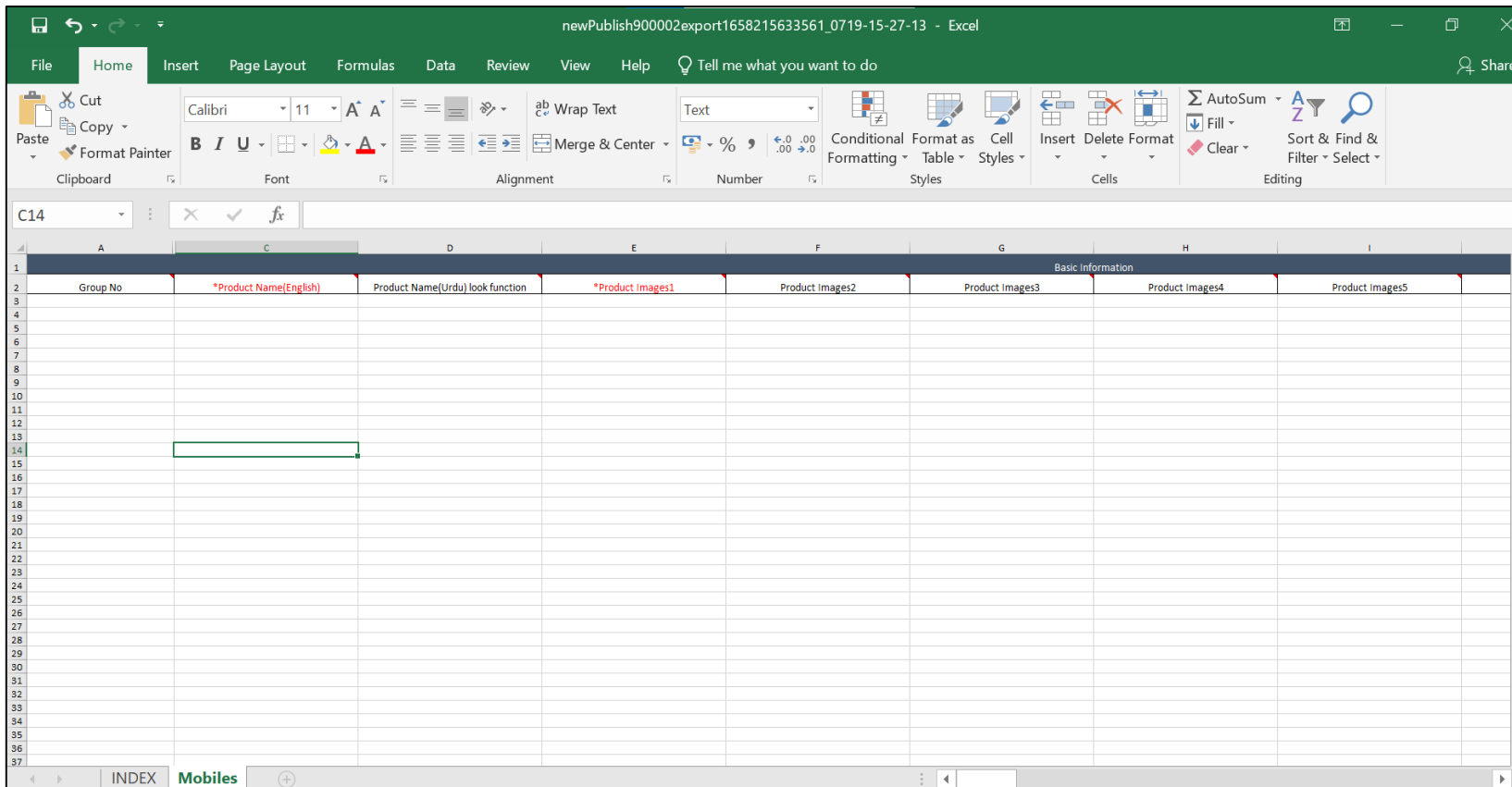
Screen Protectors × Car Mounts × Cables & Converters × Fashion Mobile Accessories × Prepaid Cards ×

[Download Template](#)

Bulk/Mass Uploading

Step 4: Fill in the details in the template.

Add all the relevant product information including basic details, delivery information, product attributes, and description. Then, save the file in your PC.



Bulk/Mass Uploading

Step 5: Upload File

- Go back to the Add Product tab
- Click on 'Upload File'.
- Once uploaded, it will appear in the 'Upload Record' section

[Download Template](#) [Upload File](#)

① Upload the filled-out product template file

[Upload File](#) Please upload only one file and file size less than 10M

[Upload Record](#)

① You can update the file that fails and upload it again

Task ID	Time	Task	Original File	User	Task status	Actions
No Data						

10 ▾

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